



STUDENT INFORMATION

Student Name:		Date:	
Student ID Number:		Track:	

CONTRACT INFORMATION

I, the undersigned, request an Extended Academic Tutorial for the following:

Extended Academic Tutorial Information	Objectives
Course Information:	Objectives for Completing Tutorial Work:
Course ID #: _____ Title: _____	_____
Quarter/Year Course Originally Taken: _____	_____
Start Date _____ Due Date _____ (first day of month) (last day of third month)	_____
Instructor Name _____	_____

<p>Extended academic tutorials must be completed within two years of the original course date.</p> <p>Prior to beginning the tutorial, discuss terms and conditions of the extended tutorial with the instructor, then complete this form and send to the instructor.</p> <p>Prior to beginning the tutorial, the instructor must sign and submit the form to the Registrar.</p> <p>Extended tutorials are a three month contract, beginning the first day of the month and ending the last day of the third month. A new contract is required if additional time is needed to complete the coursework or if the course did not receive a passing grade.</p> <p>The Registrar will send a copy of the contract to the Student Accounts Office for billing.</p> <p>Submit your tutorial work and a Grade Change Form to the instructor on or before the due date.</p> <p>The instructor will submit the tutorial work and Grade change form to the Registrar.</p> <p>Revised: 8/2019</p>	<p>This completed and signed form must be submitted to the Registrar's Office <u>prior</u> to beginning the tutorial.</p> <p>Required Signatures:</p> <table border="0"> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Student</td> <td>Date</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Instructor</td> <td>Date</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Registrar</td> <td>Date</td> </tr> </table> <p>Approved <input type="checkbox"/></p> <p>Returned to faculty <input type="checkbox"/></p> <p>Reason for return _____</p>	_____	_____	Student	Date	_____	_____	Instructor	Date	_____	_____	Registrar	Date
_____	_____												
Student	Date												
_____	_____												
Instructor	Date												
_____	_____												
Registrar	Date												